

# Pre-Break Checklist

Copy the following text to use in an email to others before breaks.  
Add or subtract items as necessary.

## BEFORE YOU LEAVE FOR BREAK....

- **Shut off** all power strips
- **Turn off lights** in your room and in all common areas
- **Shut the curtains** and/or **close your blinds** for extra insulation
- **Winter:** If you have control of the thermostat, **turn it down** to 60 degrees
- **Summer:** If you have control of the thermostat, **turn it up** to 80 degrees
- **Unplug appliances** (*i.e. microwaves, coffeepots, printers, copiers, chargers, etc.*)
- Tightly **turn off faucets**, and **report any leaks**
- Have a **safe and happy** break!



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**  
Office of Sustainability

